



Parking Permit Application

Village of Lyons 76 William Street Lyons, New York 14489-1586
315-946-4531 TDD 1-800-662-1220

STEP #1: Obtain a copy of the Parking Regulations from the Code Enforcement Officer

It is required that parking between the sidewalk and the curb in the village of Lyons meet the Municipal Code, Section 23.4. Please obtain and review a copy of the parking regulations from the Village of Lyons Code Enforcement Officer.

STEP #2: Complete Parking Permit Application

Type of Submission:

Application

Changed/Corrected Application

Type of Application:

New

Revision

Other (Specify): _____

Date: _____

Permit #: _____

Fee: \$ _____ .00

Name and contact information of person to be contacted on matters involving this application:

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone #: () - - Alternate Phone #: () - - FAX #: () - -

E-mail address: _____

Name and Address of Owner of Property Needing Parking Permit:

Same as above

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone #: () - - Alternate Phone #: () - - FAX #: () - -

E-mail address: _____

Address of the Property For Which This Parking Permit Is Requested:

House Number and Street Name: _____

City: _____ State: _____ Zip / Postal Code: _____

STEP #3: Attach Copy of Tape Location / Survey Map		Attached <input type="checkbox"/>
Please attach a copy the tape location/survey map for the property for which you are requesting special parking. This can be found with the deed of the property you have or a copy can be obtained from the Wayne County Clerk's Office.		
STEP #4: Sign the Completed Application		
<ul style="list-style-type: none"> • By signing this application, I certify that the statements contained in this application are true and made with full knowledge of all relevant matters and of the circumstances connected with this application. • I also certify that the information included in this application and in the document filed with this application is correct. • I agree that no repairs or changes will be made to the proposed parking area until the Special Parking Permit application has been reviewed by the Parking Permit Application Review Committee and have been approved. • I also understand that if this parking area is approved, the property owner will have to surface the parking area with either concrete or bituminous material installed by and with accepted construction standards, as outlined in the "Village of Lyons Municipal Code"/Streets and Other Public Places/ Section 23.4. • I further certify that prior to the construction of a driveway or parking area between the curb and sidewalk, utilities shall be located by the Department of Public Works, the New York State Electric and Gas Company, and the New York Telephone Company. If, as a result of this inspection, a particular utility must be moved, the subsequent expense shall be the property owner's responsibility. 		
Signature of Authorized Representative: _____		Date: ____/____/____
Print Signature: _____		
STEP #5: Submit Completed Application & Copy of Tape Location / Survey Map for Review		
Once the permit application has been completed, signed and submitted with a copy of the tape location/survey map, the information will be reviewed by the Parking Permit Application Review Committee.		
STEP #6: Parking Permit Application Review:		
Date of Review: _____ <input type="checkbox"/> Permanent Parking Approved. <input type="checkbox"/> Temporary Parking Approved. <input type="checkbox"/> Additional conditions attached. <input type="checkbox"/> Decision delayed pending additional information. <input type="checkbox"/> Permanent Parking Denied.	Comments:	
_____ Building Inspector-Zoning Enforcement Officer Signature	Date signed: ____/____/____	